



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

INDIVIDUAL MONTHLY RENTAL CONTRACT

POLICY

Individual Monthly Rental vehicles are for official business use for "Employee's Name" who works for "County Name/Region" County Department of Family and Children Services only. **Personal use of any kind is strictly prohibited.**

Only state employees for the "County Name/Region" County Department of Family and Children Services are allowed to operate this vehicle.

Gas Cards are not issued for Individual Monthly Rental vehicles. It is the employee's responsibility to fuel the vehicle and submit the receipts on their Travel Statement for reimbursement.

The **employee** operating the vehicle is responsible for any parking and traffic violations.

The **employee** is responsible for ensuring all occupants wear their safety belts when the vehicle is in operation.

The **employee** is responsible for ensuring that all children, if required, are in their car seats or booster seats.

Food and beverage should not be consumed in the agency rental vehicle. The vehicle should be returned the way you found it.

All accidents or damages to the vehicle must be reported to the Rental Car Custodian, the Enterprise location from where the car was rented and Risk Management (**1-877-656-7475**) immediately. A police report should be completed and submitted to the Rental Car Custodian to submit to Enterprise.

Absolutely no smoking is allowed in the rental vehicles.

The agency is not responsible for items misplaced, lost, or stolen when left in the rental vehicle.

The state insurance information must remain in the vehicle at all times.

PROCEDURES

The employee must submit the completed Individual Monthly Rental Contract to the DFCS Travel Waiver Unit to request an Individual Monthly Rental. The employee's travel usage over the last 3 months will be reviewed to determine if a monthly is deemed cost effective.

The employee must complete an itemized Travel Statement identifying their travel daily. The monthly vehicle log is not acceptable for individual monthly rentals. These travel statements will be reviewed quarterly, and if it is determined that the employee does not qualify for the continued use of an individual monthly rental, DFCS Fiscal Services will notify the employee that the vehicle must be turned back in to Enterprise.

Based on current cost of gas, the following miles will be used to determine the cost effectiveness of the monthly rental vehicle.

Compact	1450 miles per month, vehicle cost 680.48, average 30 miles per gallon
Intermediate	1700 miles per month, vehicle cost 795.59, average 28 miles per gallon
Full-Size	1850 miles per month, vehicle cost 857.65, average 26 miles per gallon

At the end of each month, but no later than the 5th of the following month, the employee is responsible for submitting their itemized travel statement, along with fuel receipts, Travel Advance Form and Enterprise invoice to Regional Accounting for processing.

If received in excess of 60 days after the month in which travel occurred, the cost of the Enterprise Rental vehicle will be deducted from the employee's payroll check. If the rental vehicle expense is recouped from the employee's check for failure to submit their travel statement timely, they will not be given the opportunity to submit their travel after the funds have been recouped.

The following dates are approved for this individual monthly rental. The rental must be returned unless the employee receives a new Individual Monthly Rental Contract from the DFCS – Travel Waiver Unit. If not returned, the employee is personally liable for all charges.

(Dates/How Long-max 3 months) From: _____ To: _____

Employee's Signature

County Director's Signature

DFCS Travel Waiver Unit Signature